



# **Keep Montgomery County Beautiful**



Capital Gateway, Ruppert Landscape, 2009 Winner in the Annual Beautification Competition

## **Fiscal Year 2010 Community Beautification Grant Application**

**COMMUNITY BEAUTIFICATION GRANT PROGRAM**

3/10/2010

The Keep Montgomery County Beautiful Program is seeking community organizations to beautify and improve the overall aesthetics of neighborhood communities in Montgomery County through landscaping projects. Any community organization within Montgomery County may qualify as a project sponsor.

## **GUIDELINES**

### **Grant Funding**

1. Grants are intended to fund new landscaping projects that improve community aesthetics, meaning they have a visible community impact. Grants will not be awarded for construction projects (such as the construction and installation of signs, bridges, pathways, etc.); landscaping accessories (such as planters, wood screens, benches, tiles, fencing, gloves, stone, hoses, etc.); general maintenance (this would include tree trimming/removal, stump grinding/removal, shrub removal, etc.); payment to workers (should be volunteers); purchase of equipment (although rental of equipment necessary for the project will be funded at a reasonable cost); or for work which has already been completed.
2. Grants will be awarded in amounts of up to \$500. County funding must be matched by at least an equivalent amount of community funding.
3. Volunteer hours may be included and are counted towards the total cost of the project. However, volunteer hours will account for no more than 20% of the cost of materials, equipment rental and miscellaneous items associated with the project. Volunteer hours will be calculated at a rate per hour per person equivalent to the prevailing federal minimum wage. See the application for current rate.
4. Direct community involvement (other than planning) is expected. Projects performed solely by contractors will not be approved.
5. Preference will be given to applicants planting perennial flowers and other permanent types of plantings such as shrubs, trees, or other landscaping. Planting of some annuals may still be awarded. Applicants are encouraged to plant native species, avoiding non-native and invasive varieties. For more information, see The Maryland Native Plant Society publication at <http://www.mdflora.org/publications/invasives> or The Home and Garden information center at <http://www.hgic.umd.edu/> or <http://www.nps.gov/plants/pubs/chesapeake/>
6. Grants will be limited to one grant per community organization every three years from date of approval.
7. New applicants will have priority over previous grant recipients.
8. At the time of award, one-half of the County funding will be provided. The remaining half will be provided when the project has been completed and approved by the Montgomery County Department of Transportation.
9. Receipts from purchases, donations, volunteer time, and other expenditures must accompany request for final payment by the sponsor of the organization. Also, photographs of the completed projects are required.
10. Due to the large number of grant applications received for limited funding, awardees have one year from the date of their approval letter to submit all paperwork necessary to receive both grant installments (entire grant). Otherwise any outstanding monies owed to you will be

considered forfeited and awarded to other projects.

11. Requests for grants must be made by the leadership of the community organization.
12. Requests for grants must contain a complete description of the project, specific project location with a sketch map, informal sketch of the project, photographs of the area proposed for the project, an itemized list of costs, an itemized list of plant types, and an indication of the level of direct community involvement associated with the project.
13. Property must be publicly owned (County, State, or Municipality), or in common ownership of the organization. Grants cannot be awarded for improvements to individual residences.
14. The community organization will be responsible for obtaining all necessary permits and approvals, where required, prior to release of County funds or commencing the project. Many beautification projects will not require permits. However, work on public property, including the right-of-way for roads, will require permits from the County, State, Municipality, or the jurisdiction responsible for the area.
15. Community organizations must also present a statement of maintenance responsibilities for the project and how they will be implemented.

### **Types of Projects**

1. Planting of flowers, shrubs, and trees along walkways and in communal areas.
2. Planting of wildflowers in unsightly areas.
3. Landscaping of community entranceways.
4. Beautification of parking areas, including plant screening, at community buildings or open space areas.
5. Clean up of debris in communal areas in conjunction with a landscaping project.
6. Other beautification projects deemed suitable by the Keep Montgomery County Beautiful Task Force, which will review grant applications and recommend approval, modification, or denial to the Director, Montgomery County Department of Transportation.

### **Deadlines for Fiscal Year 10's grants**

#### **Fall**

Fall review will begin after August 1, 2009. We will continue to review applications through November or beyond if grant funds are available.

**Spring (spring review will not take place if grant funds for the fiscal year have been exhausted.)** Spring review will begin after March 1, 2010. We will continue to review applications through June if grant funds are available.



**KEEP MONTGOMERY COUNTY BEAUTIFUL**  
**2009-2010**  
**COMMUNITY BEAUTIFICATION GRANT APPLICATION**

COMMUNITY ORGANIZATION: \_\_\_\_\_  
(Name)

(Street Address, City, State, Zip)

ORGANIZATION PRESIDENT:

(Name and Daytime Telephone Number)

PROJECT DIRECTOR:

(Name and Daytime Telephone Number)

(Street Address, City, State, Zip)

CHECKS MADE PAYABLE TO SPONSORING ORGANIZATION/INDIVIDUAL REPRESENTATIVE  
WILL NEED THE FOLLOWING:

**ASSOCIATION FEDERAL TAXPAYER ID OR SOCIAL SECURITY NUMBER # (If check is  
payable to the association list a Taxpayer ID No.; If check is payable to an individual representing  
the association list a SSN):** \_\_\_\_\_

PROJECT TO BE INITIATED:                      Fall 2009 \_\_\_\_                      Spring 2010 \_\_\_\_

DESCRIPTION OF PROJECT *(Including level of direct community involvement):*

SPECIFIC LOCATION OF PROJECT: (Attach map sketch):

COST OF PROJECT:

1. Labor - (Volunteer) Hours x \$7.25 per hour: \_\_\_\_\_  
(Not to exceed 20% of #2, # 3, # 4 costs)
2. Materials: \_\_\_\_\_
3. Equipment rental: \_\_\_\_\_
4. Miscellaneous: \_\_\_\_\_

TOTAL PROJECT COST: \_\_\_\_\_

ESTIMATED COMPLETION DATE: (\_\_\_\_\_)

**ATTACH (1) ITEMIZED LIST OF COSTS AND ANY NECESSARY PERMITS SUCH AS  
BUILDING, SEDIMENT, APPROVAL OF PROPERTY OWNERS, ETC.**

**(2) COMMUNITY PLAN FOR CONTINUED MAINTENANCE OF PROJECT.**

**NOTE: INCOMPLETE INFORMATION WILL CAUSE DELAYS.**

**I have read, understood, and will abide by the guidelines of this application.**

**SIGNATURE OF PRESIDENT:**

RETURN THE APPLICATION TO: Keep Montgomery County Beautiful, Montgomery County  
Department of Transportation, Director's Office, 101 Monroe Street, 10th Floor, Rockville, MD 20850.

How did you hear about this grant? \_\_\_\_\_

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